



The City of West University Place

A Neighborhood City

Zoning & Planning Commission

Municipal Building 3800 University Blvd

Meeting Minutes

October 13, 2016

MEMBERS PRESENT: John Cutrer, Mac Jensen, Michael McEnany, David Kuykendall and Bob Higley

MEMBERS ABSENT: Richard Wilson and Mimi Tsai

STAFF PRESENT: Debbie Scarcella, City Planner; Martye Kendrick, Legal Counsel; and Public Works Administrative Coordinator, Josie M. Hayes

COUNCIL PRESENT: Brennan Reilly

1. **Notices, Rules, Etc.** Michael McEnany, Chairman, called the meeting to order at 6:33 pm. He asked the ZPC members and City Staff to introduce themselves. Michael McEnany asked staff to confirm that appropriate notices were given. Debbie Scarcella stated notices were posted per state and local laws.
2. **Comprehensive Plan Update.** Gary Mitchell with Kendig Keast Collaborative (KKC), planning consultants, gave an update regarding the data collection and public input phase of this part of the comprehensive plan. Besides the town hall meeting held just prior to tonight's ZPC meeting, four small group meetings are being held on Tuesday and Wednesday of the next week. The comments from these meetings, the ZPC, City Council, and from a survey posted to the city's website and social media will be analyzed and incorporated into a draft report that will be presented to the ZPC at the November meeting.
3. **Town Center Provisions Review.** ZPC discussed the proposed amendment changes to the parking spaces ratios for the town center with the focus on dine-in food service establishments. Bob Higley made a motion to accept the wording presented by staff to have a joint public hearing with City Council. David Kuykendall second. **AYES:** Michael McEnany, John Cutrer, Mac Jensen, David Kuykendall and Bob Higley. **NOES:** None. **ABSTAIN:** None. **Motion carried.**
4. **Miscellaneous Ordinance Amendments.** ZPC discussed the proposed miscellaneous ordinance amendments that included curb cuts, through lots and school definitions and the possible preliminary reports regarding recommendations to City Council. Several ZPC





The City of West University Place

A Neighborhood City

members did not feel the proposal for building site designations and building site combinations/divisions accurately reflects the changes originally requested by the ZPC. The ordinance amendments were tabled until the next meeting and staff was instructed to research the records and bring back information regarding the original request for discussion at the November meeting.

5. **Minutes.** The commission reviewed the minutes of the meeting held on September 8, 2016. John Cutrer made a motion to approve the meeting minutes as amended. Second by Bob Higley. **Motion carried.**

[Adjournment]

David Kuykendall made a motion to adjourn. Second by John Cutrer. **Motion carried.** (Bob Higley excused himself from the meeting at 7:41 pm and did not vote.) Meeting adjourned at 7:42 p.m.

PASSED THIS 10th DAY OF November, 2016.

Richard J. Wilson

Richard J. Wilson, Chairman

ATTEST:

Josie M. Hayes

Mrs. Josie M. Hayes, Public Works Administrative Coordinator

